

# ANNOUNCEMENT

The Waiver Management System (WaMS) HELPDESK is available for CSBs and Providers to create their Admin Accounts!

Please see instructions below:

## Setup Agency Administrator:

- For the initial admin account for a CSB and/or Private Provider, please call the WaMS helpdesk at 844-4-VA-WaMS (844-482-9267). The WaMS helpdesk will help you register and will supply you with the login credentials.
- Once an organization has an initial admin account created, **the organization admin person can login into WaMS ([www.wamsvirginia.org](http://www.wamsvirginia.org)) and create accounts for their organization staff** by following the instructions in the Announcements section of the home page.

## General Assistance and Qustion:

**The helpdesk is available to assist users with logon and functionality. If you have questions call**

**844-4VA-WaMS**  
**(844-482-9267)**

